



## TEXAS DEPARTMENT OF STATE HEALTH SERVICES

KIRK COLE  
INTERIM COMMISSIONER

P.O. Box 149347  
Austin, Texas 78714-9347  
1-888-963-7111  
TTY: 1-800-735-2989  
www.dshs.state.tx.us

Attn: Mr. John Doe  
ABC Company  
123 Main Street  
Austin, TX 12345

License # 123456  
Physical Address:  
123 Wall Street  
Austin, TX 78754

RE: Firm Assessment on Severe Weather Impact May 2015

Attention Firm Representative:

Due to the recent severe weather that has affected the state, the Department of State Health Services (DSHS) is assessing the impact of the weather's effect on manufactured food establishments. Your firm has been identified as possibly having been affected by the severe weather, and we'd appreciate knowing about your situation. I'm sure you'll agree that food safety is a primary concern and we'd like to ensure that pertinent safety measures have been implemented in the wake of any business disruption you might have experienced.

To assist us in determining the extent of damages affecting manufactured food establishments throughout the state, we are asking you to complete a self-assessment at <http://www.May2015WeatherEvent.questionpro.com>. A copy of the survey is enclosed for reference. By completing this assessment, you will help us identify and prioritize our efforts to assist businesses to resume safe food management practices.

If you do not have access to the internet, please use the enclosed document and mail or fax the self-assessment to:

Environmental and Consumer Safety Section  
Foods Group MC 1987  
Texas Department of State Health Services  
P. O. Box 149347  
Austin, Texas 78714-9347  
Fax (512) 834-6681

Please respond no later than ten (10) business days after receiving this letter. If you have any questions or concerns regarding the status of your firm, please call the Foods Group at 512-834-6670 and ask to speak to a compliance officer.

Thank you for your attention to this matter.

Sincerely,

Lewis Ressler, Manager

Name of the Addressee

DATE

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DSHS Foods Group